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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 03-15, Reminder About Processing Individual/Group NFC-Disbursed Spot Awards on the Nightly Schedule in Pay Period 25

Date: December 8, 2003

To: Holders of the Payroll/Personnel Manual
Personnel User Groups
Agency Personnel Offices

This bulletin is being issued to remind agencies about the processing of individual/group NFC-disbursed spot awards on the nightly schedule in Pay Period 25.

In Tax Year 2003, the Form W-2, Wage and Tax Statement, will include salary payments for Pay Period 25, 2002, through Pay Period 24, 2003. To avoid any potential tax reporting problems that may be incurred for Tax Year 2003, individual/group NFC-disbursed spot award(s) (Nature of Action Code 840/841, Authority Code PAY, and Award Code C100) should not be processed during Pay Period 25, 2003, which is the first pay period for Tax Year 2004.

If any NFC-disbursed spot awards are processed in Pay Period 25, 2003, the award will be held in suspense with the Personnel Input and Edit System (PINE) Message 149, Award With "Pay" Auth Held To Avoid Corrected W2, for Document Type 110, Incentive Awards, until the processing of Pay Period 26, 2003.

For questions about NFC processing, contact the Payroll Operations Branch at **504-255-4630**. Please refer questions about system access and other system-related issues to Customer Support at **504-255-5230** or via e-mail at customer.support@usda.gov. For questions about this bulletin, call **504-255-5322** or send an e-mail to nfc.pvct@usda.gov.

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